Part of
Education and childcare during coronavirus

Department for Education

Guidance

Reducing burdens on educational and care settings

Updated 26 June 2020

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Continue to use these lists to find out the current status of data collections. The summary section shows what's changed since the last update.

Summary of the latest changes

In April 2020, to help reduce the burden on educational and care settings the Department for Education (DfE) and its agencies cancelled or paused until June 2020 all but the most essential data collections, services and requests. We published the list on 20 April and promised to review these collections that were paused and extend the pause period if necessary. A review of the list has now taken place and the pause period has been extended to September 30 for those collections which remain paused.

Cancelled collections

In addition to those cancelled previously the following collections are now cancelled:

- FE College Contact Details
- Successful applications to the Register of Apprenticeship Training providers
- Autumn Sufficiency Exercise

Due to restart

In addition to those already in place, the following collections are due to restart:

- Assurance of Teaching School and NLE Grants
- Connexional Financial Reporting (CFR) 2019-20
- Section 251 outturn 2019-20
- Secure Children's Homes Accommodation
- DfE initial teacher training early years recruitment data
- DSG (CTF) Assurance statement
- Budget Forecast Return 3 Year (BFR3Y)
- Children's Social Work Workforce (CSWW) Census
- School Census - Autumn
- Revenue Funding Data Collection

Data collections which will continue

Collection title	Dates source	Further information
Assurance of Teaching School and NLE Grants	Schools	Planned quarterly in April, opened at 9 a.m. on 1 April and closes the closing date with 5 September
College Financial Data Return	FE colleges	New collection opened 15 June
Connexional Financial Reporting (CFR) 2019-20	Maintained schools or local authorities on their behalf	Planned quarterly in April, opened at 9 a.m. with an extension to the closing date with 5 September
Section 251 outturn 2019-20	Local authorities	To open in planned n July
Secure Children Accommodation	Local authorities	Planned quarterly in April, opened at 9 a.m. on 1 April and closes the closing date with 5 July which will be kept under review
DfE initial teacher training early years recruitment data	Providers	Monthly collection, opened from April to July, with reviews on 15 August
Capacity and Admissions Pack	Post 16 providers	Collection opening on 17 August
DSG (CTF) Assurance statement	Local authorities	Will open as planned in September
Children's Social Work Workforce (CSWW) Census	Local authorities	Will open as planned in September
Revenue Funding Data Collection	Academies and Trusts	Will open as planned in October
School Census - Autumn	Schools	Will open as planned on 1 October
Budget Forecast Return 3 Year (BFR3Y)	Academy Trusts	Now due to go live 9 July. The deadline has been extended to 5 pm on 25 September 2020
Early years setting form	Local authorities	To be returned weekly by local authorities on behalf of their early years providers
Educational setting data form	Local authorities	To be returned daily by all schools and FE providers
Vulnerable children and young people survey	Local authorities	To be returned fortnightly by local authorities
Europe Social Fund Supplementary Data (ESF supplementary)	FE Settings	Providers are asked to submit the return if they have the resources available to do so
Alternative Provision Data Templates	PE, Schools and Academy Trusts	None
External Audit Report Return	ESFA funded providers	None
Children in Need (CIN) Census	Local authorities	Collection to continue but with deadline extended. Guidance to support commissioning and commissioning
Individualised Learner Record	FE Settings	This collection will remain open. Providers are asked to submit the return if they have the resources available to do so
Individualised learner record (ILR)	FE Settings	Providers are asked to submit the return if they have the resources available to do so
National Professional Qualifications Scholarships	SA providers for scholarships	None
Capital Spend Survey	Academies and Academy Trusts	Timelines will be extended into 2021 for the collection of information on capital expenditure for small schools.
Teaching internship programme: grant claim for expenses already incurred	Schools	None
Children Looked After (SSDA903) return	Local authorities	Collection to continue but with deadline extended. Guidance to support commissioning and commissioning
CIF (Condition improvement fund)	Schools	Application form will be suspended while schools remain closed. Processing due to continue
Course Directory	FE Settings	Returning during course period
Qualified Teacher Status (QTS) award service	Training providers	None
Statutory Inquiries for Religious Designated Schools (SIRDS) - exclusive collection service	Schools	None
16-19 grant returns	Local authorities	None
Local Authority Annual Data for Schools Adjudication	Local authorities	Return to be reduced to minimum statutory requirement
Adoption and Special Guardianship Leadership Board (ASGLB) data return - Local Authority Adoption Leaders and Adoption Leaders	Local authorities, voluntary adoption agencies and regional adoption agencies	Collection to continue but with deadline extended
Employer Support Fund Pilot - 3 waves	Pilot FE providers	None
Teacher Pension Fund Grant	Local authorities	None

Data services which will continue

Collection title	Dates source	Further information
Application to designate Religious Authority to a school	Local authority maintained schools	Authority if late, responsed 1 June to collect data before end of summer term
Extension to Education Public Sector Equality Duty	Public	Requiring on 5 June
Statutory Consents Basic	Academies and Trusts	To enable academies to claim back money on rates
Multi Protective Arrangements	MPA members, Academies, Trusts, Schools and Local Authorities	None
Section 41 Secretary of State Approval of independent educational institutions	Independent educational institutions in England - Section 41 Secretary of State's approval	Collection to continue but with deadline extended
Data Sharing Protocols for 16-19 data and PTE trust authorities	Local authorities	Return expected to receive dataset from the ESFA
Property Transfers Form 1 - Application for consent to dispose of land held for school sites and/or buildings or enter a joint venture agreement	Academies	None
Request for a direction to admit a child Out In Academy	Academies: Academy Trusts	Return expected to receive dataset from the ESFA
Provide information about your training and partnership offer	Academies: Academy Trusts, Schools and Local Authorities	Training providers
Subcontracting Declarations	Training providers	None
Financial Health Check Supplier Registration	Suppliers	None
National Career Service	Area Based Contractors	None
Child Safeguarding Incident Notification System	Local authorities	The online notification system will remain open
Apprenticeship Service	ESFA Funded Providers, Employers, Training providers, Apprenticeship Organisations & Others	The database will remain open
Get Information About Schools	Educational Settings	None
Future Teaching Scholars - Application for teaching scholarships and bursaries and contractor website only	Teacher training applicants	None
National Client Caseload Information System (NCCIS)	Local authorities	Continue (lower-tier) local voluntary bodies should be able to access the system to provide guidance to support and help local authorities can carry out their duties. As such, already contractualised software will continue

Data collections and services which will be cancelled for this academic or financial year

Collection title	Dates source	Further information
Autumn Sufficiency Exercise	Local authorities	Collection cancelled. To be replaced by a smaller more targeted survey in Spring
FE College Contact Details	FE Colleges	Collection cancelled: no longer required due to the collection of contact information in applications in 2020
Successful applications to the Register of Apprenticeship Training providers	Providers, Employers, Training providers	Collection cancelled: decision made not to require collection which closed on 19 April
School Financial Value Standard (SFVS) statement	Local authorities	Collection cancelled: extended until end of September
Early Years Foundation Stage Profile (EYFSP)	Local authorities: Early Years providers, Schools, Academies and Trusts	Collection cancelled: extended until end of September
Key Stage 1 (KS1) assessments	Local authorities: Schools, Academies, Special schools	Collection cancelled: extended until end of September
Phonics screening check	Local authorities: Schools, Academies, Special schools	Collection cancelled: extended until end of September
National Offer Day survey	Local authorities	To be replaced by a much shorter collection of essential information
Special Provision Capital Fund (SPCF) - Local Plan Updates	Local authorities	Local authorities are no longer required to submit updated Local Plans for Special Provision Capital Fund (SPCF) for 2020-21
Section 251 Budget 2020-21	Local authorities	Budget return is cancelled for this year. The Section 251 outturn return will be collected as normally only
School Capacity (SCAP) return	Local authorities	Collection cancelled. Further information will be provided by ESFA and local authorities separately. Any queries can be addressed to SCAP@education.gov.uk
Industry Placements - Capacity and Delivery Survey	Schools, Academies and Colleges	None
School Census - Summer	Schools	None
Key Stage 2 National Data Collection Schools Capture Pupil Level Assessments with Key Stage 2 Test Outcome Data and Key Stage 2 Teacher Assessment Data	Schools	None
Key Stage 2 Pupil File Level to enquiries with Key Stage 2 Test Outcome Data and Key Stage 2 Teacher Assessments Data	Schools	None
Key Stage 2 Teacher assessments	Schools	None
Key Stage 2 Test Outcome Data	Schools	None
Key Stage 2 (KS2) Moderation Tables Check (KPS) Online submission	Schools	None
Key Stage 2 (KS2) Science Sample Test (SST) submission	Local authorities	None
Budget Forecast Return Outturn (BFRO)	Academy Trusts	None

Data collections and services which will be paused

These data collections and services will be paused until 30 September 2020, following a review in June 2020. Each of these will be reviewed, in line with publishing this document, this communication, to determine if the collections should happen later in the year and, if so, when.

Collection title	Dates source	Further information for publication
ITT Performance Profiles	Higher education institutes and school-centred initial teacher training (SCITT) providers	Collection was due to go live on 1 June. Collection now paused until end of September
Subcontracting Fees and Charges Data	ESFA funded providers	Collection paused extended until end of September
Financial Management Governance Self-Assessment (FMGS)	Academy Trusts	Collection paused extended until end of September
14 Capital Grant - Annual Assurance Exercise	Schools	Collection paused extended until September
Teaching Schools Alliance and National Leaders of Education Assessment - including review of designations	Schools	Collection paused extended until end of December
Academies Capital Grant - Annual Assurance Exercise	Academies	Collection paused extended until end of September
LCHAT Capital Grant - Annual Assurance Exercise	Diocese	Collection paused extended until end of September
NCSTC - Annual Assurance Exercise	Diocese and non-Diocesan schools	Collection paused extended until end of September
Children and Early Years Providers Survey	Early years providers (contracted/non-contracted, maintained/academies, childminders) and Private, Voluntary and Independent (PVI) providers	Collection paused, extended until end of September
Children and Early Years Survey of Parents	Parents / legal guardians	Collection paused, extended until end of September
Standard Premises Capital Return for Voluntary Aided Schools	Voluntary Aided Schools	Collection paused, date for collection to be set in Spring 2021

Deferred collections and services

Decisions will be deferred until after in 2020 for these data collections and services, and outcomes communicated to educational and care settings.

Collection title	Dates source	Further information for publication
Annual Technical and Professional Skills Review Process	Awarding organisations	Collection due to go live in 2020 to 2021 academic year. Deferred
Parental responsibility measurement collection (PRMC) pilot	Local authorities	Collection due to go live in September 2020. Deferred
Academy Trust Account Submission Lower level	Academy Trusts	Collection due to go live in October. Decision deferred
ITT Trainee Number Census	Higher education institutes and school-centred initial teacher training (SCITT) providers	Collection due to go live in October. Decision deferred
High needs data change request form	Local authorities/colleges in receipt of high needs specifications	Collection due to go live in November. Decision deferred
Local Level Buildings Collections Form	Academy Trusts	Collection due to go live in October. Decision deferred
Alternative Provision Free Schools Schoolspace request	Alternative Provision Free schools	Collection due to go live in November. Decision deferred
School Workforce Census	Academies, maintained schools and local authorities (for centrally employed school staff)	Collection due to go live in November. Decision deferred
IMPRINT School Resource Management Self-Assessment Tool	Academies	Decision deferred
Plant education trials	Plant Trials	Collection due to go live in October. Decision deferred
Training primary assessment	Local authorities	Collection due to go live in Spring. Decision deferred
Capital Expansion Programme Statement of Need Bid	Schools and Academies	None
PE workforce data collection	ESFA main contract holder PE providers	New collection currently in development with ESFA. Due to go live in January 2021. Decision deferred

Annex: Why data collections were paused or cancelled

Data collections were cancelled or paused unless they were covered by any of these principles.

Principle A

The information is essential for DfE to make decisions or action that needs to be taken to manage the impact of coronavirus (COVID-19).

Principle B

The information is crucial for the running of educational and care settings, to update guidance or business continuity. This includes essential data that is required:

- for ensuring a response to any instruction (where there is no alternative method, for example, using data already held)
- for safety and safeguarding
- by law and where legislation does not allow for a relaxation on the collection of this information or where there is no alternative method, for example, using data already held
- where there is a statutory duty to prepare departmental accounts and to provide financial assurance to the National Audit Office (NAO)
- where the impact of not collecting the information is top great

Principle C

The information is not already collected elsewhere (including by other government departments or central bodies), or the information is not easily extrapolated from other data already collected.

Principle D

Staff are likely to have (where they would not otherwise need to) collate information or submit the data return (for example, to access paper records), and principles A and B do not apply.

We have also paused all research data collections that are not related to coronavirus. DfE is making every effort to ensure that only essential research data collections continue, and that the burden on educational and care settings is minimised as much as possible. Without these or not mandatory data requests, we appreciate your engagement to the greatest extent possible to help DfE respond to our users' needs.

Contact

Email measures.burdenreduction@education.gov.uk if you have any problems with completing returns that are still open.